



Township of Lakewood

MUNICIPAL BUILDING
231 THIRD STREET
LAKEWOOD, NEW JERSEY 08701
732-364-2500 • FAX: 732-994-4568



DEPARTMENT OF HUMAN RESOURCES

Patricia A. Komsa

TO: All Interested Parties
FROM: Patricia Komsa, Director of Human Resources
DATE: February 22, 2018
RE: **Vacancy for the Township of Lakewood –
Municipal Clerk's Office: Clerk/Typist**

There is a vacancy for a Clerk Typist in the Municipal Clerk's Office.

Applicant must be highly motivated, detail orientated and must possess excellent written and oral communication skills to work under the general direction of the Municipal Clerk.

Applicants must have strong interpersonal skills and be very comfortable with the public in a busy office atmosphere.

Responsibilities include but are not limited to: answering phones, data entry, general clerical tasks.

Please email cover letter and resume with **"Clerk's Office: Clerk Typist"** in the subject line **no later than March 8, 2018** to the attention of :

Patricia Komsa, Director of Human Resources

pkomsa@lakewoodnj.gov

or mailed to 231 Third Street, Lakewood, New Jersey 08701

The Township of Lakewood is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity and sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.

